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AR-D-1504

17 June 1952

MEMORANDUM FOR: Deputy Director (Administration)

VIA : Assistant Deputy Director (Administration) ✓

SUBJECT : Delegations of Authority

1. I wish to bring to your attention what I consider to be several serious gaps in the delegations of authority to the Assistant Director (Personnel) for management of the functions of the Personnel Office.

2. Authority and responsibility for various phases of personnel administration and related functions are delegated, in part, by each of the following:

- a. Directive of Director of Central Intelligence dated 1 December 1950.
- b. CIA Regulations.
- c. Confidential Funds Regulations.
- d. Delegation of powers and authorities by Executive Secretary, National Security Council, concurred in by Director of Central Intelligence, and dated 1 December 1950.

To the best of my knowledge, there are no other sources for authorities exercised within the Personnel Office except, of course, the authority to administer the oath of office in accordance with 5 USC 16, 16a, which must be delegated specifically by DCI and, I understand, may not be re-delegated. I do not believe that I succeeded automatically to the authorities delegated to

25X1A [redacted] by order of DCI dated 16 July 1951 since this appears to be a specific delegation to the individual named rather than a general delegation to any incumbent Assistant Director (Personnel).

3. I would urge that generally all functions of the Personnel Office be exercised under authority delegated to the Assistant Director (Personnel) and subject to re-delegation within the discretion of the AD (Personnel). Exceptions to this need only provide that the specific delegation may not be re-delegated.

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4. I request, therefore, that both CIA Regulations and Confidential Funds Regulations be amended so that authority now granted any officer or employee of the Personnel Office be terminated and instead delegated or granted the Assistant Director (Personnel) subject to re-delegation within his discretion.

5. It is suggested that consideration also be given to amending the 1 December 1950 directive from the Director of Central Intelligence to the Deputy Director for Administration, CIA, by substituting, as indicated, the following:

"C. 1. The powers delegated in Paragraph A, Sections 1 and 2, may also be exercised by the Assistant Director (Personnel) and by his designees.

"D. 1. The powers delegated in Paragraph A, Sections 3 (when authorized by the Assistant Director/Personnel), 4, 6, 10 and 11, may also be exercised by the Chief of Administrative Services and his Assistant."

It is further suggested that Paragraphs C. and D. of the delegation of powers and authorities from National Security Council to the Deputy Director for Administration, CIA, dated 1 December 1950, be similarly amended.

6. While I am here concerned only with Office of Personnel and Assistant Director (Personnel), I would nonetheless point out that other officers serving through the Deputy Director (Administration) might benefit from similar clarification within their respective areas of responsibility.

**SIGNED**

MATTHEW BAIRD  
Acting Assistant Director  
(Personnel)

AD/P:JER:mrf  
cc: ADDA ✓

Attachments:

- 1 - DCI delegation of authority  
to [redacted], 7/16/51
- 1 - DCI directive ER 1-3906, 12/1/50  
(attached to original only)
- 1 - NSC directive, 12/1/50

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